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2001/07/12 : CIA-RDP80-01826R000300140070-1

MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Current Interest Items

4 OCT 1963  
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1. Internship in Congressional Operations

An ad hoc committee chaired by the Executive Director selected a GS-13 Personnel careerist assigned to OSA/DS&T, as the Agency's nominee for an Internship in Congressional Operations. Ten interns will be selected by the Civil Service Commission from candidates nominated by the Executive Branch. The program is conducted by the American Political Science Association and involves the full-time assignment of interns to the offices of Senators, Representatives, and Congressional committees for a period of six to eight months beginning in January 1964.

has affirmed his desire to retain his career specialization in personnel administration, but has accepted with enthusiasm the prospect of broadening his background through this internship and through later rotational assignment, suggested by the ad hoc committee, to the offices of the Comptroller or the Legislative Counsel or to a staff assistant position in the Office of the Director.

The deadline for nominations was 27 September. However, the ad hoc committee did not act in time for all of the nominating documents to be prepared and cleared by that date. Consequently, we notified the Civil Service Commission of nomination by telephone on 26 September and it was accepted with the understanding that the required paper work would be completed by Monday, 30 September. These materials were delivered to the Civil Service Commission on 30 September.

2. WAEPA

The Director of Personnel attended a meeting of the WAEPA Board of Directors on 24 September 1963. He reminded the Board that he had previously expressed to them the view that the WAEPA insurance plan was not competitive with the UBLIC insurance (underwritten by Mutual of Omaha) available to Agency employees and further that WAEPA was building up unwarranted reserves from premium refunds. As an item of new business, he advised the WAEPA Board that CIA is now in receipt of an improved insurance plan from UBLIC which would provide coverage ranging from \$3,000 to \$30,000 with the usual double indemnity for accidental death or disability at new premium rates substantially lower than those for WAEPA insurance. He asked the question whether the Board believed that CIA employees who desired term insurance coverage in excess of that available through FEGILE and the UBLIC insurance plan would under these circumstances subscribe to WAEPA in the future. The Board admitted that they might lose 20 to 25 percent of their membership unless some drastic steps were taken to improve their present insurance package. The managers of WAEPA are undertaking this task in collaboration with representatives of Equitable (WAEPA's underwriter).

3. Reassignment

As recommended by the Inspector General upon a review of record following , GS-16, has been reassigned from TSD/DEP to ORD/DS&T with a change in service designation from D to R.

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GROUP 1  
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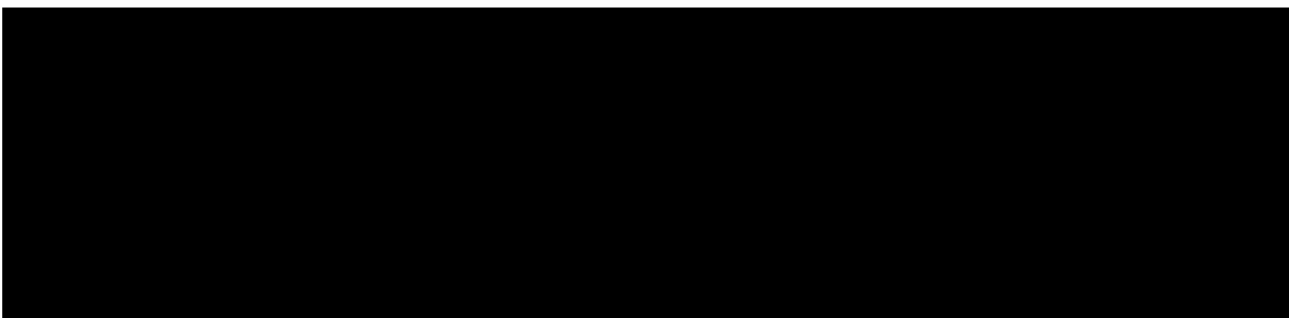
4. Transfer of [REDACTED] from BOB

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Through the O/DCI Administrative Office, Mr. Broes has requested immediate action toward [REDACTED] transfer to his new staff. We have been in touch with BOB/Personnel and with the Office of Security in this connection and are preparing a formal request for Mr. Broes' signature and appropriate Agency approvals. Since a Table of Organization for Mr. Broes' organization is not yet established, we propose to slot [REDACTED] against an appropriate GS-16 position in the Office of the Director.

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6. Employment of the Mentally Retarded

All federal agencies have been urged to make suitable employment opportunities available to the mentally retarded. We believe that a limited number of Agency jobs might be within the intellectual capacity of such persons, but have asked the Chief, Medical Staff, and the Director of Security for their observations involving broader considerations of the ability of such persons to work in the Agency's environment. Specifically, we are concerned about their ability to comprehend and apply elementary security rules.

7. Timeliness of Follow-up Congressional Correspondence

Routinely, we prepare a letter for signature of the Legislative Counsel to advise a Congressional source when a person whom he has referred to us, or expressed an interest in, enters on duty -- or, for individuals entered on duty on provisional clearance, when full clearances are received. The demands for the files of such individuals to complete the processing of EOD papers and delays resulting from a heavy workload in TRB/POD have slowed down the availability of the files for such cases. We have established a new procedure under which these notifications will be based on informal notice as soon as initial EOD processing has been completed, i.e., as soon as it is certain that there will be no disqualifying finding as a result of EOD processing.

Acknowledging that such correspondence will be tardy in relation to actual EOD of persons entering on provisional clearance, we have confirmed with the Legislative Counsel continuance of the previous practice of waiting for full clearance in these cases to avoid the problems which would arise if the provisionally cleared appointee is disqualified.

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25X1A5a1 8. Consultant Contract for [REDACTED]

25X1A5a1 The Assistant Director for National Estimates has requested a formal memorandum advising him of any limitations on [REDACTED] use as a consultant to avoid prejudicing his continued receipt of a Foreign Service annuity. We have confirmed with the State Department retirement office a determination that [REDACTED] use as an independent contractor (the type of contract which he has signed) will have no effect on his Foreign Service annuity. However, to preclude any future misunderstanding, we have written to the Director of Personnel at State requesting written confirmation of this understanding.

25X1A9a 9. Civil Defense Leave

25X1A9a [REDACTED] assigned to the Office of Logistics, has presented a copy of orders issued to him by the Office of Civil Defense, District of Columbia, as a Volunteer Worker requesting his participation in the Civil Defense organization on 28 August 1963. Under E.O. 10529 dated 22 April 1954, [REDACTED] may be excused from duty without charge to leave upon presentation of such an order. Although [REDACTED] did not -- as best we can establish -- obtain prior Agency consent to his participation in the Civil Defense support on that date, the Office of Logistics has agreed to his request that he be given "Civil Defense leave" for that date. The Employee Activities Branch, Office of Security, indicates that [REDACTED] did not consult them in advance but that no objection would be interposed by them to recognizing this absence as "Civil Defense leave." We have consequently advised Payroll that [REDACTED] request is approved. We can find no record that any Agency employee has in the past been granted such leave but the occasions on which such volunteer services would be required would arise infrequently.

25X1A9a 11. Blood Donors

[REDACTED]

176 prospective donors contributed 158 pints of blood during the Bloodmobile visit on 1 October.

25X1A9a 12. Promotion of Clerical Employees Detailed to the White House

25X1A9a The White House Personnel Office has requested consideration of promotion from GS-4 to GS-5 of [REDACTED], a Clerk-Steno detailed to the Correspondence Section since November 1962. They are sending a job sheet and a performance evaluation prepared by [REDACTED] supervisor i25X1A9a support of this recommendation. If [REDACTED] performance in an Agency position had been of the level indicated and her position supported the higher grade, she would be eligible for such promotion at this time and we intend to approve her promotion as soon as the recommendation is received and checked.

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13. [REDACTED] appointment to Mr. Bross' staff at GS-17 effective 6 October 1963 (to avoid a break in service). (Formal approval of the DECI has not been received, however.)

14. Secretary for [REDACTED]  
In anticipation of his reassignment to Mr. Bross' staff, [REDACTED] has requested that we initiate Agency employment processing for [REDACTED] his present secretary, who has been detailed from the Department of Defense. [REDACTED], has been made available to replace [REDACTED] as secretary to [REDACTED] successor. Arrangements have been made to obtain a completed PHS and other forms from [REDACTED]

15. Personnel Advisory Board  
The Board met on 27 September. It approved, with a few minor changes, a proposed regulation on the Agency's Civilian Reserve Program. [REDACTED] described to the Board the ID/I system of advertising vacancies as a means of fostering inter-career service movement; it was concluded that this particular procedure was not adaptable for the ID/P or the ID/S, and probably the ID/S&P, but that the discussion stimulated thinking about communications techniques which would serve the same purposes in these components. Finally, the Board opened but did not conclude discussion on a paper concerning personnel records.

16. Quality Step Increases  
In the two week period since our last report, 17 Quality Step Increases have been approved, bringing the grand total to 142. Two of these were approved on the basis of additional justification of recommendations previously considered.

17. Audit of Security Practices  
The Inspector General and his survey team visited us concerning the current audit of security practices. We have completed answers to an informal series of questions prepared by the team.

/s/ Emmett D. Echols  
Emmett D. Echols  
Director of Personnel

Distribution:

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